



13.

**Policies and Procedures for (Commissioner) Reimbursement
Of Travel Expenses and Stipends**

KTCMA-06-12

**Kayenta Township Commission
Policies and Procedures for
Reimbursement of Travel Expenses and Stipends**

The following policies and procedures shall apply to all requests for travel requests and claims for reimbursement of travel expenses and stipends submitted by members of the Kayenta Township Commission.

A. Travel Plans:

1. All travel plans of any Commissioner shall be approved in advance by the Commission or Chairperson, as the case may be, except in the case of regularly or specially called meetings or workshops, in order for such person to be reimbursed for any expenses or stipends claimed in respect thereto.
2. All travel plans must be requested on a form prepared by the Town Manager.

B. Claims for Travel Reimbursement:

1. All claims for stipends and reimbursement of reasonable travel expenses by any Commissioner shall be approved by the Chairperson and submitted for reimbursement to the Town Manager.
2. All claims shall be submitted on a form prepared by the Town Manager, with documentation evidencing all claimed expenses and, for other than regular and special meetings and workshops, a short written report on the purpose and results of the travel or meeting. Except in instances of disapproval or concerns regarding the propriety of the travel itself or any expense incurred in otherwise appropriate travel, reimbursement shall be made in the ordinary course of the Township's business but no later than fifteen (15) calendar days after submittal of the claim form with appropriate supporting documentation and reports.

C. Questions and Disputes Regarding Travel Requests and Travel Claims:

1. Questions, concerns or disputes about travel requests and related expenses incurred and claimed by a Commissioner may be referred by any person to the Chairperson, who shall either resolve the propriety of such travel request or travel expenses or refer the matter to the full Commission.
2. Questions, concerns or disputes about travel requests and expenses incurred by the Chairperson may be referred by any person to the Commission, who shall resolve the propriety of such travel request or travel expenses.

D. Travel Expenses: Reasonable travel expenses, other than for mileage, for Commissioners shall be permitted for out of town travel only. Mileage for Commissioners shall be paid for a round trip from the residence of the Commissioner to the meeting site and back to the residence. Any reimbursement for mileage reasonably incurred by Commissioners shall be at the IRS-approved rate then in effect.

- E. Stipends: Commissioners must attend all meeting in persons. No attendance by telephone is permitted. Compensation for Commissioners to attend meetings shall be as follows:
1. Regular meetings at \$400.00 per meeting.
 2. Special Board meetings at \$300.00 per meeting.
 3. Workshops (which shall consist of meetings concerning internal Township matters, including but not limited to orientations, budget deliberations, training on Township matters, and Town Manager interviews) at \$200 per meeting.
 4. Out of town meetings at \$200 per meeting.
 5. Other activities, including the following, at \$100.00 per meeting:
 - a. Committee or subcommittee meetings of the Commission scheduled and approved in advance by the Chairperson.
 - b. Conferences and seminars, but only when a Commissioner is specifically requested to give a presentation or to perform a substantial and valuable service on behalf of the Township at the conference or seminar, and travel plans are approved by the Commission or Chairperson prior to attendance. In no event shall a Commissioner be compensated a stipend if he or she voluntarily attends a conference or seminar primarily for his or her own education or other benefit, regardless of any incidental value such attendance may have for the Township, although claims for travel expenses for such conference, workshop or seminar may be reimbursed, provided travel plans were approved in advance by the Commission or Chairperson.
 - c. Any other meeting or activity, including without limitation any meeting of the Chapter or Navajo Nation Council or any committee thereof, for which the Commissioner's participation is deemed necessary on behalf of the Township and approved in advance by the Commission or Chairperson.
 - d. Any Commissioner who attends any of the meetings, conferences, seminars, or other meeting or activity on behalf of the Township, described in paragraphs (b) or (c) above, which meeting or activity involved significant policies or the mission of the Township, material financial implications, major projects, political support or similar matters, shall provide the Commission with a written summary of such meeting or activity, which shall include significant events, results, educational benefits, and total cost of such meeting or activity.
- F. No Commissioner may submit a request for, nor shall be entitled to, reimbursement for mileage, meals, lodging, stipend or other expense when the same has been provided by another person or entity, including, but not limited to, the Navajo Nation or its political subdivisions.
- G. The Commission shall have the authority to deny claims made in violation of these policies and procedures and shall have reasonable latitude to apply these policies to effectuate their purpose in conformity with the Township's unique status and its obligation to preserve its assets for the benefit of present and future generations of Kayenta Township.

- H. Any change to these policies and procedures shall require an amendment hereof by formal resolution at a meeting of the Commissioners at which a quorum is present, upon advance written notice that such amendment shall be considered.

RESOLUTION OF THE KAYENTA TOWNSHIP COMMISSION

**Repealing Resolutions KTCF-13-05 and KTCAU-50-10 and Approving the
Kayenta Township Commission Policies and Procedures
for Reimbursement of Travel Expenses and Stipends**

WHEREAS:

1. The Kayenta Township Commission ("Commission") has the general authority and responsibility to govern for the welfare of the Kayenta Township ("Township") and its residents, including the enactment of such ordinances, rules and regulations as it deems in the best interest of the Township; and
2. Pursuant to Resolution KTCF-13-05 (Feb. 14, 2005), the Commission adopted new per diem and stipend rates for the Commission as follows: regular monthly meetings at \$400 per meeting, special meetings at \$300 per meeting, Commission workshops at \$200 per meeting, out of town meetings at \$200 per day, and no compensation for local meetings within 25 miles; and
3. Pursuant to Resolution KTCAU-50-10 (August 9, 2010), the Commission clarified the definition of a "workshop" to mean work sessions, orientations, conferences, trainings and Town Manager interviews, which would entitle the Commissioners to a stipend; and
4. Management recommends that the Commission adopt formal policies and procedures to define the protocol for approval of travel requests and reimbursement of travel expenses and stipends for all Commissioners; and
5. The Commission deems it in the best interest of the Kayenta Township to repeal Resolutions KTCF-13-05 and KTCAU-50-10 and adopt the Kayenta Township Commission Policies and Procedures for Travel Expenses and Stipends, attached hereto as Exhibit "A."

NOW THEREFORE BE IT RESOLVED THAT:

The Kayenta Township Commission hereby repeals Resolutions KTCF-13-05 and KTCAU-50-10 and approves the Kayenta Township Commission Policies and Procedures for Travel Expenses and Stipends, attached hereto as Exhibit "A."

CERTIFICATION

I hereby certify that the foregoing resolution was considered by the Kayenta Township Commission at a duly called meeting at Kayenta, Navajo Nation (AZ), at which a quorum was present and that the same was passed by a vote of 4 in favor, 0 opposed, and 0 abstained, this 12th day of March, 2012.

Motion: J. Ward

Second: R. Grey

ATTEST: *Andre Cordero, Town Manager*


Chairperson
Kayenta Township Commission